

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

College and Career Counselor
Job Description

Reports to: Principal

Status: Exempt

Terms: 202 days

Primary Purpose:

Coordinate and facilitate successful student transition from high school to college and/or career.

Education/Certification:

Master's Degree

Valid Texas School Counselor's certificate

Experience Preferred:

Three years teaching experience

Counselor experience (preferred)

Salary: 3 year ESSR grant funded position

Major Responsibilities and Duties:

1. Assist counselors with the development and monitoring of 4-year plans with students to include college and career preparation.
2. Meet with the counselors each six weeks to determine the percent of students who are successfully participating in advanced courses including Pre-AP, AP, and Dual Enrollment and Collegiate High School.
3. Consult with teachers, students, and parents when students struggle in advanced courses.
4. Work with colleges and universities to implement a variety of advanced course offerings that provide college credit, an associate's degree, and/or industrial certifications.
5. Develop and implement a plan for increasing the percent of students participating in advanced courses each year; share this plan with the Assistant Superintendent of Curriculum and Instruction and provide annual updates.
6. Assist district administrators and counselors as they meet with students to disseminate information related to high school course offerings and preparation for college entrance exams.
7. Gather information from surrounding businesses and industries related to job opportunities in the area and the state; have this information available for students to review and take.
8. Collect recruitment material from colleges and universities and make this available to students.
9. Implement Texas Scholars Program.
10. Assist students in their development of Career Pathways using the student's career interest and aptitude information gathered from the Naviance software program.

11. Meet individually with each junior at least one time during the junior year; meet individually with each senior at least one time in the fall semester and one time in the spring semester of the senior year. Complete a written post-high school plan with each student during these meetings.
12. Facilitate college assessment exams.
13. Monitor and track CCMR data for state accountability.
14. Assist counselors with tracking student endorsement and coordinate with ITC.
15. Conduct annual college and career fairs.
16. Train and support the implementation of Naviance college and career planning components.
17. Identify and provide financial aid and scholarship information to students and parents.
18. Assist parents and students with completion of the FAFSA.
19. Assist students with the completion and submission of college and trade school applications.
20. Develop and maintain a cordial, professional relationship with members of the college, university, and business communities.
21. Through meetings with members of colleges, universities, and businesses, determine and articulate what they need from our students; additionally, determine and articulate what these institutions can offer our students.
22. Facilitate opportunities to bring students in contact with college and university programs.
23. Develop and implement plans to celebrate students achieving academic recognition and success.
24. Develop and implement a plan for monitoring the post-high school performance of our students including perceptions of college readiness and preparation.
25. Remain visible to students, teachers, and parents as an advocate for higher education and success for all students.
26. Other duties as assigned.

Special Knowledge/Skills:

Ability to motivate students; Ability to foster a college-going culture; Skill to promote student success in rigorous coursework (advanced placement and dual enrollment). Techniques to noticeably endorse college entrance exam participation. Ability to counsel students regarding post-high school opportunities. Knowledge of effective behavior management programs and techniques. Strong organizational, communication, and interpersonal skills.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Occasional local and state-wide travel; occasional prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____